

Department of the Army
Headquarters
United States Army Medical Department Activity
2480 Llewellyn Avenue
Fort George G. Meade, Maryland 20755-5800
18 October 2001

*** MEDDAC/DENTAC/VS
Regulation 1-2**

Administration

**Publicizing Training Holidays and Organizational Functions
That Affect Patient Care**

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History. This regulation was originally published on 1 April 1997. This printing publishes the first revision.

Summary. This regulation establishes responsibilities, policies, and procedures for announcing and publicizing U.S. Army Medical Department Activity, Fort George G. Meade (MEDDAC) headquarters training holidays and other organizational functions and activities that will interrupt patient care. This revision of the regulation incorporates major changes in the overall format of the regulation and minor textual changes.

* This update supersedes MEDDAC Regulation 1-2, dated 28 April 1999.

Applicability. This regulation applies to the MEDDAC headquarters, all outlying clinics, the U.S. Army Dental Activity, Fort George G. Meade (DENTAC), and the Fort Meade Branch Veterinary Services (VS).

Proponent. The proponent of this regulation is the Deputy Commander for Administration (DCA).

Suggested improvements. Users of this publication are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, U.S. Army Medical Department Activity, ATTN: MCXR-ZA, 2480 Llewellyn Avenue, Fort George G. Meade, MD 20755-5800.

Distribution. Distribution of this publication is by electronic medium only.

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Chapter 1 Introduction

1-1. Purpose

This regulation establishes responsibilities, policies and procedures to ensure training holidays and other functional activities observed by the MEDDAC are properly announced to the staff and publicized to the beneficiary population and Fort Meade unit commanders.

1-2. References

Related publications are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations used in this regulation are explained in the glossary.

Chapter 2

Responsibilities

2-1. The MEDDAC Commander

The MEDDAC Commander will—

- a. Determine dates and special parameters for special events and activities that require MEDDAC-wide implementation; i.e., MEDDAC Change of Command. (Special parameters include such things as starting and ending times, and locations.)
- b. Determine the dates and special parameters of training holidays, Organization Day, staff Christmas parties, and other occasions or activities that will curtail patient care for the MEDDAC headquarters and outlying clinics aligned under the headquarters for command and control, except for Dunham U.S. Army Health Clinic (USAHC) and Kirk USAHC.
- c. Determine the maximum number of training holidays that the commanders of Dunham and Kirk USAHCs may authorize for their clinics and other USAHCs, EH and IH clinics aligned under them.

2-2. The Deputy Commander for Clinical Services (DCCS)

The DCCS will determine which clinical activities will close and which will remain fully or partially operational within Kimbrough Ambulatory Care Center (KACC) on training holidays and other special events and activities. The DCCS will inform clinical chiefs whether their activities will be curtailed and, if so, to what extent.

2-3. The DCA

The DCA will, based upon guidance from the MEDDAC Commander, publish memoranda to announce training holidays and other special events and activities.

2-4. Commanders of Kirk and Dunham USAHCs

At any point in time, Kirk and Dunham USAHC may have one or more USAHCs, EH clinics, and IH clinics aligned under them for command and control purposes. Therefore, with regard to their own clinics and any other clinics of any type that are aligned under them, the commanders of Kirk and Dunham USAHCs will—

- a. Establish the number of training holidays that may be observed during the calendar year, not to exceed the number authorized by the MEDDAC Commander.
- b. Comply with memoranda for special events and activities that are announced for MEDDAC-wide implementation, unless the MEDDAC Commander grants exception.
- c. Inform the commanders, directors and chiefs of clinics aligned under them of all MEDDAC-wide special events and activities, coordinate their efforts, and ensure compliance.
- d. Inform the commanders and chiefs of other MEDCOM activities on their installations and the garrison commander of the training holidays and other special events and activities that will be observed.
- e. Provide a copy of this regulation to EH, IH, DENTAC and VS activities on their installations.

2-5. Directors of USAHCs aligned under the MEDDAC headquarters, Dunham USAHC and Kirk USAHC

The directors of USAHCs aligned under the MEDDAC headquarters, Dunham USAHC and Kirk USAHC will—

- a. Comply with memoranda for training holidays and other special events and activities received from the MEDDAC Commander, Commander, Dunham USAHC or Commander, Kirk USAHC, as applicable. (Clinic chiefs are not obligated to observe training holidays if doing so would be inconsistent with installation policy.)
- b. Provide a copy of this regulation to IH, EH, DENTAC and VS activities on their installations.

2-6. Chiefs of EH and IH clinics aligned under the MEDDAC headquarters, Dunham USAHC, and Kirk USAHC

Chiefs of EH and IH clinics aligned under the MEDDAC headquarters, Dunham USAHC and Kirk USAHC will comply with memoranda for training holidays and other special events and activities received from the director of the local USAHC; or the MEDDAC Commander, Commander, Dunham USAHC or Commander, Kirk USAHC, as applicable, if there is no USAHC collocated on the installation. (Clinic chiefs are not obligated to observe training holidays if doing so would be inconsistent with installation policy.)

2-7. The Commander, DENTAC and Chief, VS

The Commander, DENTAC and Chief, VS, as heads of separate activities for which the MEDDAC provides administrative and logistical support, will—

- a. Establish their own training holidays and observances for other events and activities.
- b. Inform the MEDDAC Commander of their intent to parallel or deviate from MEDDAC training holidays, etc.
- c. Include the MEDDAC Commander in distribution of all announcements for training holidays, etc. specific to their own activities.
- d. Coordinate with the MEDDAC Public Affairs Officer (PAO) to place appropriate announcements in Soundoff!, the Fort Meade Weekly Bulletin, and, if desired, in the Kimbrough Community News.

2-8. Chiefs of administrative and clinical areas, KACC

Chiefs of all administrative and clinical areas, KACC, will prominently post on their staff bulletin boards all memoranda from the DCA that announce training holidays and other special events and activities that will impact on patient care.

2-9. Chiefs of USAHC administrative and clinical areas

Chiefs of USAHC administrative and clinical areas will prominently post on their staff bulletin boards all memoranda furnished by their clinic commanders or directors that announce training holidays and other special events and activities that will impact on patient care.

2-10. Chiefs of clinical areas in KACC, all outlying USAHCs, EH and IH activities, DENTAC, and VS

The chiefs of all clinics in KACC, all outlying USAHCs, IH and EH activities, DENTAC and VS will inform patients and pet owners of facility and clinic closures or reductions in service regarding training holidays and other special events and activities that will interrupt patient treatment.

2-11. The Marketing Specialist

The Marketing Relations Specialist will—

a. The month preceding any MEDDAC training holiday, special event or activity, include a notice of it in the Kimbrough Community News. Also include the notice in the next issue of the Kimbrough Community News; that is, the month in which the training holiday will occur, if there is sufficient time between the date the Kimbrough Community News is published and the date of the training holiday. Information regarding each training holiday will be provided by the MEDDAC public affairs officer.

b. Announce DENTAC and VS training holidays, etc. in the Kimbrough Community News when required by the MEDDAC PAO. The requirements stated in para a will also apply for announcements for these commands.

2-12. The PAO

The PAO will—

- a. Maintain a current list of e-mail addresses for all Fort Meade unit commanders.
- b. Obtain information regarding clinic schedules during training holidays and other special events and activities and provide it to the Marketing Specialist, Soundoff!, the Fort Meade cable Channel 98 bulletin board, and the Fort Meade Weekly Bulletin.
- c. Post and remove notices of MEDDAC training holidays and other special events and activities at all patient entrances to KACC.

Chapter 3

Designation and Announcement of KACC Training Holidays, and Other Events That Will Affect Patient Care

Section I

Training Holidays

3-1. Designation

a. Not later than (NLT) 20 December of each year, the MEDDAC Commander will designate the following year's training holidays for the MEDDAC headquarters, which will serve as guidance for—

- (1) The commanders of Dunham and Kirk USAHCs.
- (2) The commanders and directors of outlying USAHCs aligned under the headquarters.
- (3) The chiefs of EH and IH clinics aligned under the headquarters that do not have a USAHC collocated on their installations.

b. Not later than (NLT) 20 December of each year, the commander will designate the dates of all training holidays for the headquarters for the next calendar year and pass this information to the DCCS, DCA and Deputy Commander for Nursing (DCN).

3-2. Announcement to the staff

By 31 December of each year, the DCA will publish a memorandum to the staff informing them of the next year's training holidays. Included on the memorandum will be any special parameters directed by the commander (see para 3-1 above). The memorandum will include a paragraph specifically addressed to the commanders, directors and chiefs listed in para 3-1a(1) through (3) above, stating the number of training holidays they may designate for the year. In addition to the clinics listed in para 3-1a(1) through (3) above, the memorandum will be addressed to the Commander, DENTAC and the Chief, VS. The Commander, Walter Reed Health Care System (WRHCS), and the Commander, U.S. Army Garrison (USAG), Fort George G. Meade (FGGM) will be included as information addressees.

3-3. Special instructions for the clinical staff

The DCCS will issue special instructions to all subordinate clinical chiefs NLT six weeks prior to any training holiday.

3-4. Clinic-specific information

Two months prior to the date of any training holiday, the PAO will contact the Clinical Administrator to obtain information specific to the clinics with regard to the training holiday. That is, those that will remain fully operational and hours, and those that will be semi-operational and hours. The PAO will furnish this information to the Market Specialist.

3-5. Public announcements in the Kimbrough Community News

The month prior to the month in which a training holiday will be observed, the Marketing Specialist will publish the announcement provided by the PAO in the Kimbrough Community News. If time permits during the month of the event, an announcement will be published in that month's issue of Kimbrough Community News.

3-6. Public announcements in Soundoff!, Channel 98 bulletin board, and FGGM Weekly Bulletin

Three weeks prior to any training holiday the PAO will submit an article to the editor of Soundoff!, the program manager for Channel 98, and the editor of the FGGM Weekly Bulletin.

a. The editor of Soundoff! will be directed to publish the article in the News section on page 2 in the two issues prior to the date of the training holiday; and in a third issue if the training holiday falls on a day that Soundoff! is distributed, usually Thursdays.

b. The program manager of the FGGM cable TV Channel 98 (in the installation public affairs office) will be directed to display the article on the Channel 98 bulletin board for two weeks preceding the training holiday through the training holiday, conclusive.

c. The editor of the FGGM Weekly Bulletin will be directed to publish the article in the two issues preceding the date of the training holiday.

3-7. Notification of the garrison commander and tenant unit commanders on FGGM

Two weeks prior to any training holiday, the PAO inform the garrison commander and all tenant units commanders of the training holiday via e-mail.

Section II

Organization Day

3-8. General

This section specifically pertains to KACC. Commanders and directors of outlying clinics that observe their own organization days should use this section for guidance.

3-9. Designation

a. The Medical Company commander will propose a date to the MEDDAC Commander for observance of organization day NLT eight weeks prior to the proposed date.

b. After approving a date for organization day, which may be a date other than that which was proposed, the MEDDAC Commander will inform the DCCS, DCA, DCN, and Medical Company commander, and will include special parameters; such as times, locations, and minimal staffing requirements. This should occur at least seven weeks prior to the date of the event.

3-10. Announcement to the staff

Immediately after receiving notification of the date for organization day, the DCA will publish a memorandum to inform the staff. Included on the memorandum will be any special parameters directed by the commander. The memorandum will be addressed "Distribution A." (Although, under this distribution scheme, the outlying clinics will receive the memorandum, it will only be for information purposes for them.) The Commander, WRHCS, and Commander, USAG, FGGM will be included as information addressees.

3-11. Special instructions for the clinical staff

The DCCS will issue special instructions to all subordinate clinical chiefs NLT six weeks prior to organization day.

3-12. Clinic-specific information

Six weeks prior to organization day, the PAO will contact the Clinical Administrator to obtain information specific to the clinics regarding clinic staffing for that day; that is, those that will remain fully operational and hours, those that will be semi-operational and hours, and those that will be closed and the hour of closure. The PAO will furnish this information to the Market Specialist.

3-13. Public announcements in the Kimbrough Community News

If organization day is to be observed between the 1st and 15th day of a given month, the Marketing Specialist will publish the announcement provided by the PAO in the prior month's issue Kimbrough Community News. If it is to be observed between the 16th and 31st of a given month, it will be also be announced in the issue of Kimbrough Community News that is published that month. Examples—

a. Example 1 - Organization day is 7 October: It will be announced in the September issue of Kimbrough Community News.

b. Example 2 - Organization day is 20 October: It will be announced in the September and October issues of Kimbrough Community News.

3-14. Public announcements in Soundoff!, Channel 98 bulletin board, and FGGM Weekly Bulletin

Three weeks prior to organization day the PAO will submit an article to the editor of Soundoff!, the program manager for Channel 98, and the editor of the FGGM Weekly Bulletin.

a. The editor of Soundoff! will be directed to publish the article in the News section on page 2 in the two issues prior to organization day; and in a third issue if the training holiday falls on a day that Soundoff! is distributed; usually Thursdays.

b. The program manager of the FGGM cable TV Channel 98 (in the installation public affairs office) will be directed to display the article on the Channel 98 bulletin board for two weeks preceding the organization day through organization day, conclusive.

c. The editor of the FGGM Weekly Bulletin will be directed to publish the article in the two issues preceding the date of the organization day.

3-15. Notification of the garrison commander and tenant unit commanders on FGGM

Two weeks prior to organization day, the PAO will inform the garrison commander and all tenant units commanders via e-mail.

Section III

Staff Christmas Parties During Duty Hours

3-16. General

This section specifically pertains to KACC. It is provided as guidance for commanders, directors and chiefs of outlying clinics.

3-17. Designation

The MEDDAC Commander will designate the date that all MEDDAC activities, regardless of geographic location, will have their staff Christmas parties. The commander will also designate the time that Christmas parties may begin, minimum staffing requirements for clinical operations, and other parameters that he deems appropriate. The commander will inform the DCCS, DCA and DCN of his or her decisions NLT 31 October.

3-18. Announcement to the staff

Immediately after receiving notification from the commander (see para 3-17 above), the DCA will publish a memorandum to inform the staff. Included on the memorandum will be all special parameters directed by the commander. The memorandum will be addressed "Distribution A." for distribution throughout the headquarters, all outlying USAHCs, DENTAC and VS. The Commander, WRHCS, and Commander, USAG, FGGM will be included as information addressees.

3-19. Special instructions for the clinical staff

The DCCS will issue special instructions to all clinical chiefs who are directly subordinate to him/her NLT 5 November.

3-20. Clinic-specific information

The PAO will contact the Clinical Administrator NLT 10 November to obtain information specific to the clinics regarding clinic staffing for that day; that is, those that will remain fully operational and

hours, those that will be semi-operational and hours, and those that will be closed and the hour of closure. The PAO will furnish this information to the Market/Public Relations Specialist.

3-21. Public announcements in the Kimbrough Community News

The Marketing Specialist will publish the announcement provided by the PAO in the December issue of Kimbrough Community News.

3-22. Public announcements in Soundoff!, Channel 98 bulletin board, and FGGM Weekly Bulletin

Three weeks prior to the date designated for staff Christmas parties, the PAO will submit an article to the editor of Soundoff!, the program manager for Channel 98, and the editor of the FGGM Weekly Bulletin.

a. The editor of Soundoff! will be directed to publish the article in the News section on page 2 in the two issues prior to the date designated for staff Christmas parties; and in a third issue if that date falls on a day that Soundoff! is distributed, usually Thursdays.

b. The program manager of the FGGM cable TV Channel 98 (in the installation public affairs office) will be directed to display the article on the Channel 98 bulletin board for two weeks preceding the date designated for staff Christmas parties, through that date, conclusive.

c. The editor of the FGGM Weekly Bulletin will be directed to publish the article in the two issues preceding the date designated for staff Christmas parties.

3-23. Notification of the garrison commander and tenant unit commanders on FGGM

Two weeks prior to the date of the staff Christmas parties, the PAO will inform the garrison commander and all tenant unit commanders via e-mail.

Section IV

Other Events

3-24. MEDDAC Change of Command ceremonies

MEDDAC Change of Command ceremonies, which occur at infrequent intervals, will be handled in accordance with Section II above, except that the timetable for actions to be taken will be altered to suit the situation.

3-25. All other events

The guidance in Section II above, with timetable modified to suit the situation, will be used to handle all other events that may cause disruption of patient services.

Chapter 4

DENTAC

4-1. Designation of DENTAC training holidays and other events that will impact on patient care

The Commander, DENTAC will designate all DENTAC training holidays and other events that impact on patient care and will ensure that the MEDDAC Commander is informed of such. The commander is also responsible for informing the Garrison Commander, FGGM.

4-2. Announcements of DENTAC training holidays and other events in the Kimbrough Community News, and in the various FGGM media

a. Kimbrough Community News. Information intended for publication in the Kimbrough Community News must be provided to the MEDDAC PAO sufficiently in advance for the PAO to comply with para 3-5 above.

b. FGGM media. FGGM media includes Soundoff!, cable TV Channel 98, and the Fort Meade Weekly Bulletin. The commander is not required to utilize the services of the MEDDAC PAO to submit articles to these media. If he chooses to deal with them directly, the commander should refer to para 3-6 above for guidance. However, if the commander desires to utilize the services of the MEDDAC PAO, he must provide the pertinent information to the PAO sufficiently in advance for the PAO to comply with the requirements of para 3-6 above.

4-3. Special requirements for DC#3

Dental Clinic No. 3, because of its location within KACC, must comply with chapter 6 below.

4-4. Other guidance

The commander should refer to chapters 2, 3 and 6 for additional guidance.

Chapter 5

Fort Meade Branch Veterinary Services (VS)

5-1. Designation of VS training holidays and other events that will impact on patient care

The Chief, VS will designate all VS training holidays and other events that impact on veterinary treatment and will ensure that the MEDDAC Commander is informed of such. The chief is also responsible for informing the Commander, USAG, FGGM.

5-2. Announcements of VS training holidays and other events in the Kimbrough Community News, and in the various FGGM media

a. Kimbrough Community News. Information intended for publication in the Kimbrough Community News must be provided to the MEDDAC PAO sufficiently in advance for the PAO to comply with para 3-5 above.

b. FGGM Media. FGGM media includes Soundoff!, cable TV Channel 98, and the Fort Meade Weekly Bulletin. The commander is not required to utilize the services of the MEDDAC PAO to submit articles to these media. If he chooses to deal with them directly, the commander should refer to para 3-6 above for guidance. However, if the commander desires to utilize the services of the MEDDAC PAO, he must provide the pertinent information to the PAO sufficiently in advance for the PAO to comply with the requirements of para 3-6 above.

5-3. Other guidance

The commander should refer to chapters 2, 3 and 6 for additional guidance.

Chapter 6

Posting Notices to the Public in Medical, Dental, and Veterinary Treatment Facilities

6-1. Mandatory requirements for all notices

The following criteria is mandatory for all notices posted to inform MEDDAC patients, DENTAC patients, and VS pet owners of events that will curtail patient services:

- a. They will be prepared on computers. Hand written notices are prohibited.
- b. They will be prominently displayed for viewing by patients and pet owners.
- c. They will be tastefully displayed; that is, not haphazardly or sloppily taped to walls or tacked to bulletin boards.
- d. They will be posted at least two weeks before the event and immediately removed following the completion of the event, or as soon as possible thereafter.
- e. Torn, tattered and otherwise discreditable looking notices will be removed and replaced with new ones.

6-2. Notices that pertain to KACC as a whole

The MEDDAC PAO will post notices pertaining to KACC as a whole at all patient entrances to the main building (Bldg 2480).

Appendix A References

Section I Required Publications

This section contains no entries.

Section II Related publications

A related publication is merely a source of additional information. The user does not have to read it in order to understand this publication.

AR 310-50

Authorized Abbreviations, Brevity Codes, and

Acronyms

Section III Prescribed Forms

This section contains no entries.

Section IV Referenced Forms

This section contains no entries.

Glossary

Section I Abbreviations

DCA

Deputy Commander for Administration

DCCS

Deputy Commander for Clinical Services

DCN

Deputy Commander for Nursing

DENTAC

U.S. Army Dental Activity, FGGM

EH

environmental health

FGGM

Fort George G. Meade

IH

industrial hygiene

KACC

Kimbrough Ambulatory Care Center

MEDCOM

U.S. Army Medical Command

MEDDAC

U.S. Army Medical Department Activity, FGGM

NLT

not later than

PAO

public affairs officer

USAG

U.S. Army Garrison

USAHC

U.S. Army Health Clinic

VS

veterinary services

WRHCS

Walter Reed Health Care System

Section II**Terms**

This section contains no entries.